

CONFIDENTIAL**OS DEPT****ROUTING AND RECORD SHEET**

SUBJECT: (Optional) Memorandum of Agreement Between the Board Members of the Central Employee Activity Fund (CEAF) and the Office of Security Regarding the Emergency Fund

FROM: [Redacted]
C/Budget Branch/PPG

EXTENSION NO.

DATE 9 January 1984

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/PPG

1/9/84

2.

3. DD/P&M

1/9 1/9

4.

5. DD/SEC

1/9/84

6.

7. ~~D/SEC~~

8.

9. PPG

1/10/84

10.

11.

OS Reg.

12.

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14.

15.

Attached for the Director of Security's signature is the finalized Memorandum of Agreement regarding Security's use of CEAF funds for the emergency fund. Per the attached note from [Redacted], he will also sign as Chairman, CEAF, and will give copies of the Agreement to the board members. Copies will be maintained in the Budget Branch, Office of Security, Headquarters Security Branch and Security Support Division.

Joe: I suggest you sign this one with [Redacted] on the other end. This is a bureaucratic needless requirement but we can live with it.

CONFIDENTIAL

1/9/84

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2.				
3. DD/P&M				
4.				
5. DD/SEC				
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9.				
10.				
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12.				
13.				
14. [Redacted]				
15. [Redacted]				

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ROUTING AND RECORD SHEET

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of the Central Employee Activity Fund (CEAF) and
the Office of Security Regarding the Emergency Fund

FROM:	Director of Security		EXTENSION	NO.
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	DATE
	RECEIVED	FORWARDED		COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Chairman, CEAF 7D-24, Hdqs.				Distribution: Orig - Adse 1 - HSB 1 - SSD 1 - BE/PPG 1 - D/Security ① - OS Registry 1 - DPG Chrono OS/P&M/PPG 9 January 84
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MEMORANDUM OF AGREEMENT

This Memorandum of Agreement between the board members of the Central Employee Activity Fund and the Office of Security allows the Office of Security to maintain a fund of \$1,500.00 to be used for emergency loans to Agency employees during non-duty hours.

These emergency loans are not to be used for official purposes.

These emergency loans are to be used for purposes such as bail bond, personal emergency travel, emergency temporary lodging and other personal-related, financial-type emergencies.

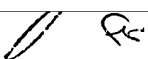
These loans are normally to be repaid within 24 hours and under no circumstances should exceed one week.

A semiannual report is to be made to the board members of the Central Employee Activity Fund on the number of transactions during the year and the balance of the fund.

A special report will be furnished in the event an employee should fail to repay a loan.

STAT

9 JAN 1984

 Director of Security

Chairman, CEAF